

Summarized Minutes¹
Scottsdale Audit Committee
Friday, June 16, 2006



Kiva Conference Room, First Floor, City Hall
3939 North Drinkwater Boulevard
Scottsdale, AZ 85251

Members Present: Committee Member Ecton
Committee Member Lane

City Staff Present: Cheryl Dreska, City Auditor
Neal Shearer, Assistant City Manager
Carolyn Jagger, City Clerk
Laura Zook, Deputy City Clerk
Judy Register, CNR General Manager
Monica Thomas, Internal Auditor
Gail Crawford, Internal Auditor

Committee Member Lane called the meeting to order at 3:04 p.m. Roll was taken absent one Committee Member.

Committee Member Ecton made a motion to approve the May 17, 2006, minutes. Committee Member Lane seconded the motion. The minutes were approved.

General Business:

Item 1 – Discussion on the Passport Services Audit. Cheryl Dreska provided an overview. Monica Thomas provided information on the conditions found during the audit. One condition found that a volunteer was performing tasks normally assigned to an agent. Committee Member Ecton asked whether this had been resolved. Judy Register stated that a response had not been received, however, the volunteer was no longer performing those duties. Ms. Register indicated that she would forward the response to the Committee as soon as it was received.

Item 2a – Ms. Dreska provided an update on the Physical Access Keypad System. The work has been completed and the report is in for review.

¹ In accordance with provisions of the Arizona Revised Statutes, these summarized minutes are not verbatim transcripts.

Item 2b – Ms. Dreska provided an update on the Management Services Agreement with the Scottsdale Cultural Council. The first segment, the Sculpture Pad Program, is complete and the draft report is with management for review.

Ms. Dreska stated that the second segment, Inventory and Control Over the City's Collection, has been started. There have been difficulties scheduling meetings with the Cultural Council due to changes. Work will start with the inventory in public buildings and the inventory in the vault will be completed toward the end.

Item 2c – Ms. Dreska provided an update on the Citations for Zoning Violations. A preliminary test was completed to determine how long it would take to go through the entire population of 2004 citations and find out how many unpaid citations there were. A random sample of 60 administrative citations from a population of 350 citations identified was completed. This sample was identified by using a log kept by staff who set the administrative citation hearings as there was no other way to determine the actual population of administrative citations for that time period. It is estimated that it would take three days to go through the entire population of 350 citations for 2004.

Discussion ensued regarding the 2004 citations and whether to move forward with the audit. Committee Member Ecton stated that the audit should be completed. Committee Member Lane agreed. Ms. Dreska clarified that the audit will move forward with the current information.

Item 2d – Ms. Dreska indicated that the first of four cash handling audits was completed at Mustang Library and an exit conference will be held with management next week.

Public Comments – None.

Committee Comments – None.

With no further business to discuss, Committee Member Ecton made a motion to adjourn the public meeting of the Audit Committee. Committee Member Lane seconded the motion and the motion carried. The Audit Committee Meeting was adjourned at 3:40 p.m.

Submitted by

Gail Crawford
Recording Secretary

Reviewed by

Cheryl Dreska
City Auditor